

Check List of E Visa Application Materials (For Applicant's Use Only: Do Not Submit with Application)

___/ Application Form

- a) **DS 160** Visa Application form for each applicant, with photograph and application fee receipt attached.
- b) **DS-156 E**, including a Part III form for each principal applicant (i.e., investor or employee), **fully** completed.
- c) Photocopy of **biographic information** pages of passport for each applicant.
- d) If applicant is in the U.S., copy of current I-94 or I-797.
- e) Copy of E visa MRV fee receipt.

___/ Evidence of Ownership and Nationality of Business

- a) Photocopy of data page of business owner's passport (if different from principal applicant).
- b) Documentation of percentage of ownership of the business, e.g., share certificates, partnership agreements, stock exchange listing.

___/ Evidence of Trade: E-1 application only

- a) Documentation of trade conducted, e.g., copies of invoices, bills of lading, U.S. customs declarations, accounts receivable/payable ledgers.
- b) Copies of most recent U.S. tax return and/or annual financial report.
- c) Copies of broker license or other license needed to conduct trade.

___/ Evidence of Investment in the U.S.: E-2 application only

- a) Substantiation of value of the enterprise.
- b) Evidence of ownership of the funds invested.
- c) Evidence of actual investment of funds in the enterprise, e.g., bank transfers, bank statements, escrow agreements.
- d) Copies of mortgages, loan agreements, promissory notes.
- e) Documentation of ownership of other company assets, e.g., equipment, inventory.

___/ Evidence of Real and Operating Enterprise in the U.S. (E-2 application only)

- a) Copies of most recent U.S. income tax return.

- b) Copies of most recent audited financial report of balance sheet.
- c) Business Plan.

___/ Evidence Enterprise is More than Marginal (E-2 application only)

- a) Copies of most recent personal and business U.S. income tax returns.
- b) Copies of W-2 forms for employees.
- c) Documentation of income from outside sources.

___/ Additional Documentation for E-1/E-2 Employee Visas

- a) Detailed job description, including job title, responsibilities, supervisory authority.
- b) Organizational Chart reflecting the position and clearly delineating lines of authority.
- c) Company letter indicating other E-1/E-2 visa holders in the U.S. and their positions in the company and the number of U.S. nationals in the firm and their positions in the company.
- d) Curriculum vitae or resume of the employee.
- e) If applying from the U.S.: current I-94 or I-797 form.

___/ Additional Documentation for Dependents

- a) Copy of marriage certificate.
- b) Copy of birth certificate for dependent children.

PLEASE, NOTE MAXIMUM E VISA PACKET SIZE IS 50 PAGES.